

**U. S. DEPARTMENT OF EDUCATION
OFFICE OF SPECIAL EDUCATION AND REHABILITATIVE SERVICES
REHABILITATION SERVICES ADMINISTRATION
WASHINGTON, DC 20202**

POLICY DIRECTIVE

RSA-PD-97-03

RSM-1250

DATE : **June 27, 1997**

ADDRESSEES (GENERAL) : **STATE VOCATIONAL REHABILITATION AGENCIES
STATE VOCATIONAL REHABILITATION AGENCIES (BLIND)
CLIENT ASSISTANCE PROGRAMS
REGIONAL REHABILITATION CONTINUING EDUCATION
PROGRAMS (RRCEPS)
RSA SENIOR MANAGEMENT TEAM**

SUBJECT : **Announcement of OMB Approval for Collection of the Quarterly
Cumulative Caseload Report (Form RSA-113)**

POLICY STATEMENT : **Under the Paperwork Reduction Act of 1980, the Office of Management
and Budget (OMB) has approved the attached revised Quarterly
Cumulative Caseload Report--Form RSA-113, OMB Number 1820-0013
for collecting State vocational rehabilitation agency caseload data.**

In keeping with current streamlining efforts in the vocational
rehabilitation program, the Form RSA-113 has been simplified and
shortened from 32 items to 18 items.

The due date for each quarterly submittal remains at 30 days after the
period of reference. State agencies are requested to begin reporting on
the new form for the First Quarter of FY 1998 (due January 31, 1998).

For the purpose of these data collections, State rehabilitation agencies
will comply with the requirements of 34 CFR 361.38, Protection, Use
and Release of Personal Information, in obtaining data from individual
clients.

CITATIONS IN LAW : **Sections 12(a), 13, 14(a), 101(a)(9)(D) and 636 of the Rehabilitation Act,
as amended, and the Paperwork Reduction Act of 1980, as amended.**

**CITATIONS IN
REGULATIONS** : **34 CFR 361.40 and 34 CFR 361.38**

**EFFECTIVE DATE
OF POLICY** : **Immediately**

EXPIRATION DATE : **12/31/98**

INQUIRIES : **Regional Commissioners**

Fredric K. Schroeder
Commissioner

UNITED STATES DEPARTMENT OF EDUCATION
Office of Special Education and Rehabilitative Services
Rehabilitation services Administration
Washington, D.C. 20202

QUARTERLY CUMULATIVE CASELOAD REPORT

State: _____ ☐ Blind Agency ☐ Oct-Dec ☐ Oct-Jun
☐ General/Combined Agency ☐ Oct-Mar ☐ Oct-Sep

Operated Under Order of Selected During Period? ☐ Yes ☐ No

CASELOAD ITEMS	TOTAL NUMBER	# WITH SEVERE DISABILITY
A ELIGIBILITY		
1 Applicants On Hand, October 1		
2 Applicants This FY		
3 On Hand in EE, October 1		
4 In EE, This FY		
5 Applicants Determined Eligible This FY_		
6 Persons in EE Determined Eligible This FY		
7 Eligible, Waiting On OOS -- On Hand, October 1		
8 Eligible, Waiting On OOS -- This FY		
B EMPLOYMENT PLANNING		
1 Employment Plan Completed -- On Hand, October 1		
2 Employment Plan Completed This FY		
C SERVICE IMPLEMENTATION		
1 Persons Implementing Plan -- On Hand, October 1		
2 Persons Implementing Plan This FY		
D OUTCOMES		
1 Achieved Employment Outcomes		
2 Closed Before Services Completed		
3 Closed Before Services Initiated		
4 Closed From OOS Waiting List		
5 Closed From EE		
6 Closed As Applicant		

Contact Person
(Please Print)

Phone Number

Date

Authorized Signature

INSTRUCTIONS FOR COMPLETING
THE QUARTERLY CUMULATIVE CASELOAD REPORT

(FORM RSA-113)

THE STATE-FEDERAL PROGRAM
OF VOCATIONAL REHABILITATION

FORM RSA-113: QUARTERLY CUMULATIVE CASELOAD REPORT

REPORTING INSTRUCTIONS

GENERAL PURPOSE

Form RSA-113 provides for the quarterly collection of information on persons with disabilities in their rehabilitation process at State vocational rehabilitation agencies. Data from Form RSA-113 are used to track trends of persons applying for VR services, determinations of eligibility by VR agencies, identification of persons with severe disabilities, employment planning, service implementation, and employment outcomes. These trends are key program measurements that provide a general assessment of the State-Federal VR program and its accomplishments.

Other uses for the Form RSA-113 data are to identify technical assistance needs of specific State agencies, to develop RSA's budget requests, to provide program information for the Office of Management and Budget, the Department of Education and Congress in their deliberation of legislative agenda. Caseload data from Form RSA-113 are an integral part of RSA's *Annual Report to the President and to the Congress on Federal Activities Related to the Rehabilitation Act of 1973, as Amended*.

INSTRUCTIONS TO COMPLETING THE FORM RSA-113

State and Agency

Enter the name of the State and check the appropriate box to indicate a general/combined agency or an agency providing services to persons who are blind.

Fiscal Year and Period Covered

Enter the appropriate fiscal year and check the appropriate period of the fiscal year.

Operated under an order of selection?

Indicate whether the State agency operated under order of selection priorities at some time during the reporting period.

A. ELIGIBILITY

1 Applicants on Hand, October 1

Enter the number of persons who applied for VR services last fiscal year for whom no determination of eligibility was made as of the end of that fiscal year. This figure stays constant throughout the current fiscal year.

2 Applicants This FY

Enter the cumulative number of persons who applied for VR services since the beginning of the current fiscal year.

3 On Hand in EE, October 1

Enter the number of persons in Extended Evaluation at the end of last fiscal year. This figure stays constant throughout the current fiscal year.

4 In EE This FY

Enter the cumulative number of applicants who were placed into Extended Evaluation since the beginning of this fiscal year.

5 Applicants Determined Eligible This FY

Enter the cumulative number of persons who were determined eligible this fiscal year after application. Do not include persons who were determined eligible after an extended evaluation (item A-6), or persons who were determined eligible but do not meet the criteria for order of selection categories in effect at this time (item A-8). In the second column enter the number of persons in this category whose disabilities are severe..

6 Persons in EE Determined Eligible This FY

Enter the number of persons determined eligible this year after an extended evaluation. Do not include persons who were determined eligible, but are on a waiting list because they do not meet the criteria for order of selection categories that are in effect at this time. In the second column enter the number of persons of this group whose disabilities are severe.

7 Eligible, Waiting On OOS -- On Hand, October 1

Enter the number of persons who were determined eligible for VR services and who continue to be on a waiting list from last fiscal year because the severity of their disabilities does not correspond with the agency's order of selection categories that are currently being served. In the second column enter the number of those persons whose disabilities are severe. This item applies only to agencies that were operating under an order of selection at some time during the reporting period.

8 Eligible, Waiting on OOS This FY

Enter the cumulative number of persons who were determined eligible for VR services this fiscal year, for whom VR services will be delayed because the severity of their disabilities does not correspond with the agency's order of selection categories that are currently being served. In the second column enter the number of those persons whose disabilities are severe. This item applies only to agencies that were operating under an order of selection some time during the reporting period.

B. EMPLOYMENT PLANNING

Employment planning is considered to begin on the date of eligibility certification and end on the date that the IWRP is signed, possibly on the same day.

1 Employment Plan Completed--On Hand, October 1

Enter the cumulative number of eligible persons who completed developing an IWRP but had not yet implemented the plan as of the end of last fiscal year. In the second column enter the number of persons in this category whose disabilities are severe.

2 Employment Plan Completed This FY

Enter the cumulative number of eligible persons who have completed developing an IWRP since the beginning of this fiscal year. Do not include persons who are in extended evaluation. In the second column enter the number of persons in this category whose disabilities are severe.

C. SERVICE IMPLEMENTATION

1 Persons Implementing Plan -- On Hand, October 1

Enter the number of persons who were receiving VR services in accordance with their IWRP at the end of the last fiscal year. In the second column enter the number of those persons in this category whose disabilities are severe.

2 Persons Implementing Plan This FY

Enter the cumulative number of persons who began receiving services in accordance with their IWRP since the beginning of this fiscal year. In the second column enter the number of those persons in this category whose disabilities are severe.

D. OUTCOMES

1 Achieved Employment Outcomes

Enter the cumulative number of persons who achieved employment outcomes since the beginning of the fiscal year. In the second column enter the number of those persons in this category whose disabilities are severe.

2 Closed Before Services Completed

Enter the cumulative number of persons whose case records were closed this fiscal year, after an IWRP was developed and VR services were initiated but before achieving an employment outcome. In the second column enter the number of those persons in this category whose disabilities are severe.

3 Closed Before Services Initiated

Enter the cumulative number of eligible persons who did not achieve employment outcomes and their case records were closed before VR services were initiated. In the second column enter the number of those persons in this category whose disabilities are severe.

4 Closed From OOS Waiting List

Enter the cumulative number of eligible persons whose case records were closed without services from the waiting list since the beginning of the fiscal year. In the second column enter the number of those persons in this category whose disabilities are severe.

5 Closed From EE

Enter the cumulative number of persons in extended evaluation whose case records were closed without a determination of eligibility for any reason since the beginning of this fiscal year.

6 Closed As Applicant

Enter the cumulative number of applicants whose case records were closed before a determination of eligibility since the beginning of the fiscal year. Do not include persons closed after an extended evaluation (item D-5 above).

Contact Person

Print or type the name of the person to contact about data presented on the Form RSA-113 and include this person's phone number.

Date and Authorized Signature

Enter the date that the report is transmitted and have the Director of the State Agency, or designee, sign it.

TRANSMITTAL

Please send the data for your State agency on Form RSA-113 within 30 days after the end of each quarter of the Federal fiscal year, one copy to your RSA Regional Office, and one copy to the RSA Central Office.

The form RSA-113 reports may be sent by mail or electronically using one of the options listed below.

A. Via RSA BBS

The form can be submitted electronically, either in ASCII or WordPerfect format, to the RSA Central office and appropriate RSA Regional Office using the Electronic Mail (E-Mail) capability of the RSA Electronic Bulletin Board System (RSA BBS).

The Central Office copy may be sent to RSADATA.

The ID of the Regional Office is RSARO followed by the Roman Numeral for the Regional Office. For example, Regional Office 4 ID is RSAROIV.

The RSA BBS can be accessed directly at the following telephone numbers:

202-205-9694 -- for use with a low speed modem, or
202-401-6159 -- for use with a high speed modem

The RSA BBS may also be reached via the INTERNET and FEDWORLD.

1. telnet: open //fedworld.gov
2. Select the option for FEDWORLD (note: these menus change from time to time)
3. Follow the Logon procedures
4. Select option (currently G) Research, Technology and Education Mail
5. Select option (currently 1) RT&E Gateway Systems
6. Search through list of Government BBS's to find the RSA BBS (currently BBS number 125). Select the RSA BBS.
7. Follow logon procedures (see A. above)

B. Electronic Mail addresses via INTERNET

The RSA Central office internet E-Mail address for the RSA-113 is:
gloria-sommerville@ed.gov

Regional office	e-mail address
Region I	john_szufnarowski@ed.gov
Region II	gennaro_iodice@ed.gov
Region III	ralph_pacinelli@ed.gov
Region IV	diane_hart@ed.gov
Region V	charles_linster@ed.gov
Region VI	loerance_deaver@ed.gov
Region VII	douglas_burleigh@ed.gov
Region VIII	marian_fuller@ed.gov
Region IX	gilbert_williams@ed.gov
Region X	chris_smith@ed.gov

C. US Mail and Facsimile

The Central office fax # is 202-205-9772; and the US postal address is:

**Rehabilitation Services Administration
Financial Management Information Systems Staff
Data Management Unit
Switzer Building
Washington, D.C. 20202-2703**

RSA Regional Office addresses are as follows:

Region I

Fax: 617-223-4573
Mr. John J. Szufnarowski
RSA Regional Commissioner
Dept. of Education, OSERS
J.W. McCormack Post Office and Courthouse,
Room 232
Boston, Massachusetts 02109

Region III

Fax: 215-596-0471
Dr. Ralph N. Pacinelli
RSA Regional Commissioner
Dept. of Education, OSERS
3535 Market Street, Room 16120
Philadelphia, Pennsylvania 19104

Region IV

Fax: 404-562-6346
Dr. Ralph N. Pacinelli
RSA Regional Commissioner
Dept. of Education, OSERS
100 Alabama Street, N.W.
Room 18-T-91
Atlanta, Georgia 30303

Region V

Fax: 312-353-8623
Dr. Douglas Burleigh
RSA Regional Commissioner
Dept. of Education, OSERS
111 N. Canal, Room 1048
Chicago, Illinois 60606

Region VI

Fax: 214-767-8127
Mr. Loerance Deaver
RSA Regional Commissioner
Dept. of Education, OSERS
1200 Main Tower Bldg., Room 2220
Dallas, Texas 75202

Region II

Fax: 212-264-3029
Mr. John J. Szufnarowski
RSA Regional Commissioner
Dept. of Education, OSERS
75 Park Place, Room 1236
New York, New York 10007

Region VII

Fax: 816-891-0807
Dr. Douglas Burleigh
RSA Regional Commissioner
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10220 N. Executive Hills Blvd
Kansas City, Missouri 64153 -1367

Region VIII

Fax: 303-844-6269
Mr. Loerance Deaver
RSA Regional Commissioner
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1244 Speer Boulevard
Denver, Colorado 80204-3582

Region IX

Fax: 415-437-7848
Mr. Gilbert "Doc" Williams
RSA Regional Commissioner
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50 United Nations Plaza
San Francisco, California 94102

Region X

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915 Second Avenue, Room 2848
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